

***Mairangi Bay School Board of Trustee***

*Meeting BoT Work Plan 2025*



## **Our School Pepeha**

Ko Rangitoto te Maunga  
Ko Tikapa te Moana  
Ko Te Kawerau ā Maki te Iwi  
Ko Te Whenua Roa o Kahu te Rohe  
Ko Ōmairangi te Whenua  
Ko Mairangi Bay taku Kura

Co-constructed in partnership with Te Kawerau ā Maki on Wednesday, 13 November 2024

Meeting <i>Annual Plan 2025</i>		2025-1	2025-2	2025-3	2025-4	2025-5	2025-6	2025-7	2025-8
Term & Date Meetings		26 February (T1:Week 4)	2 April (T1:Week 9)	21 May (T2:Week 4)	25 June (T2:Week 9)	6 August (T3:Week 4)	10 September (T3:Week 9)	29 October (T4:Week 4)	10 December (T4:Week 10)
Guests Visitors		<b>Strategic Planning and Reporting</b> Welcome leaders	<b>Strategic Goal 1</b>	<b>Strategic Goal 2</b> Josie - Iwi Brenda - MAC Te Pūheke - Heke		<b>Strategic Goal 3</b> PB4L Leader Cultural leaders ESOL Leader		<b>Strategic Goal 4</b> Student Leaders Music/ Arts Sports/ PE Leader	<b>Strategic Review Confirm</b> <b>2026-2026 Plan</b>
Deputy Principals		Invited to attend some or all of the meeting to build leadership and governance capacity							
Board Requirement	BoT Election	Presiding Member appointment  Confirm BoT portfolios 2025: - Property - Finance - Curriculum - Health and Safety - Legal - Communications	Casual vacancy - selection  Roll return 1 March	Casual vacancy - selection  Accounts to auditor Approved and sent to MoE	Review BoT portfolios 2025  Staff wellness survey 2025  Roll return 1 July	Preparation starts from end of Aug/Sept  Roll return		BoT mid-term election - Date TBC  Succession Planning Confirmed	Review BoT portfolios 2025
Board PLD		Invite NZSBA Chris France - Governance vs Operations	Ongoing MOE or NZSTA self-directed Lesley Winstanley - Finance Update Create a BOT induction pack with expected roles and responsibilities						
Walkaround Property/ Health and Safety		All BoT Reps Monitor progress	BoT Rep 1	BoT Rep 2	ALL BoT Reps Monitor progress	BoT Rep 3	BoT Rep 4	BoT Rep 5	All BoT Reps Review progress
Mairangi Bay PTA hui rep		Plan events for 2025	Discos	Chocolates	Movie Night	Quiz Night	Math-a-thon	Colour Run	MBS Recipe Book

Strategic Review	Policy Review Refer <u>current 3 year</u> policy review schedule	School Docs  <b>Legislation/Policy</b> Work engagement, participation and representation Recording and reporting accidents, injuries and illnesses  <b>Board Assurance</b> Health, Safety and Welfare Safety management System  Risk Management  School Planning and Reporting		School Docs  <b>Legislation/Policy</b> Emergency management Disaster management Crisis management  <b>Board Assurance</b> Planning and preparing for emergencies, disasters and crisis  Communication during an emergency  School closure  Review School Planning and Reporting		Schools Docs  <b>Legislation/Policy</b> Food and nutrition Police vetting Missing student procedure  <b>Board Assurance</b> <i>Principal Professional Growth Cycle</i>  <i>Child protection</i>  <i>Safety checking</i>  <i>Abuse recognition and reporting</i>		School Docs  <b>Legislation/Policy</b> Searches, surrender and retention of property Stand-down, suspension and exclusion  <b>Board Assurance</b> Bullying and harassment  Behaviour management  Minimising physical restraint  Staff wellbeing and safety	
	Strategic Goals and Evaluative Review	Annual Plan and Implementation Plan Confirmed 2025	Review Strategic Goal 1	Monitor Strategic Plan 2	Monitor Strategic Plan 3	Monitor Strategic Plan 4	Monitor Strategic Plan 1 and 2	Monitor Strategic Plan 3 and 4	Strategic Plan Review to craft Annual Plan 2026
		Complete the strategic plan review 2023-2025 to construct plans 2026-2028 highlighted in the annual plan 2025 with Iwi and Community Support							
Regular Review	Finance Report	Monthly report  Kiwisport funding etc  Review Finance Assumptions 2025	Monthly report  Audit update	Monthly report  Annual audit final  Heat, Light and Water application for reassessment from MOE.	Monthly report  Review Finance Assumptions 2025  Reforecast Budget 2025	Monthly report	Monthly report  Provisional Roll Review	Monthly report  2025 Budget draft  Apply for extraordinary roll growth funding with MoE  Check special reason staffing to cope with potential change  Heat, Light and Water application for reassessment from MoE	Monthly report  2026 Budget final  Complete Finance Assumptions Plan 2026

	Learner progress and achievement	EOY Student Achievement 2024 Report Statement of Variance 2024 completed ready for TAI 2025	Student Achievement PAT Maths and Reading (Longitudinal)	SENCo and ESOL Progress Report	20 week Phonic Years 0-2 progress check	Mid-year progress report against end of year NZC levels.  Māori and Pasifika Progress Report	SENCo and ESOL Progress Report		End of year data report and Statement of Variance 2025 DRAFT  PAT analysis compared to Term 1 report  40 week Phonic Years 0-2 progress check
		Mid-year and End of year reports indicate progress made in line with our Statement of Variance, Spiral of Inquiry and professional learning priorities							
	Other reports A combined report on Hero, Digital Curriculum, MBWay where different parts are highlighted as progress is made and as and when.	Mitey Programme School-wide wellbeing plan 2025  ERO School Profile Report review  Review website/ Hero communication  Tūrangawaewae Report 2025-2025 - recommendations for 2025  Health, PE and Religious Education Review  Sports Handbook 2025  The Arts and Kapa Haka Handbook 2025  Staff Handbook 2025	Hero - Where to next?  How are we tracking and reporting to the new English and mathematics curriculum  Local Curriculum Inquiry - progress and what next?  Linewize Review	Submit School Implementation plan and Annual Plan March 1 2025	What does teaching and learning look, feel and sound like at MBS in line Science of learning design - MBS Playbook  Laidlaw College Wellness Coach Review	What does teaching and learning look, feel and sound like at MBS in line Science of learning design - MBS Playbook update?  Review ESOL model  Linewize Update	What does teaching and learning look, feel and sound like at MBS in line Science of learning design - MBS Playbook update?  Review TA model  Review learner support programme	What does teaching and learning look, feel and sound like at MBS in line Science of learning design - MBS Playbook update?  Review Cultural Competencies - Mana Kura model with Iwi and MAC	Finalise MBS Instruction Playbook - Science of Learning confirmed  Review Trips and Events 2025  Review Mitey/ PB4L and Restorative Practice Report  Review NZQA international self-review
	Human Resources	Principal Performance Agreement Approved	Teacher PGC and growth coaching process confirmed	Teacher PGC and growth coaching planning #1	Teacher PGC and growth coaching planning #2	Teacher PGC and growth coaching process #3	Teacher PGC and growth coaching process #4	Teacher PGC and growth coaching process #5	End of year Principal Performance

		<p>Launch School Structure 2025 Inc: Leadership structure and Curriculum Team</p> <p>New CRT Plan - 25 Hours per FTTE</p> <p>ESOL T1 &amp; 2 funding application</p> <p>Check ALL staff have physical restraint certificates updated</p> <p>Leaders and Support Staff Goal Setting #1</p>	<p>Principal 2025 discussion with Presiding Member, Nicky &amp; Principal Coaching and Wellness 2025</p> <p>Support staff feedback, reflection and goal setting #1</p>		<p>Mid-year Principal Performance 360 Review and Feedback Survey</p> <p>July: ESOL T3 &amp; 4 funding application</p> <p>Leaders and Support Staff reflection #2</p>	<p>Review CRT Plan - 25 Hours per FTTE</p> <p>Gather staff preferences 2026</p>	<p>Establishing School Structure in line with MoE teacher allocation 2025</p>	<p>Leaders and Support Staff reflection #3</p>	<p>Agreement Endorsed</p> <p>Plan CRT 2026</p> <p><a href="#">Complete Schedule of Delegation</a></p>
	Curriculum Reports	<p>Leadership Structure Road Map 2025</p> <p>Maths and Structured Literacy PLD in line with implementation plan #1</p>	<p>SENCo/ ESOL Report Literacy &amp; Maths - PATS #1</p> <p>Maths and Structured Literacy PLD in line with implementation Review #1</p>	<p>Maths and Structured Literacy PLD in line with implementation plan #2</p>	<p>Mitey Programme Wellbeing Report - Staff and Students</p> <p>Maths and Structured Literacy PLD in line with implementation Review #2</p> <p>Restorative Practice Review</p>	<p>Maths and Structured Literacy PLD in line with implementation plan #3</p>	<p>MAC report</p> <p>SENCo/ ESOL</p> <p>Maths and Structured Literacy PLD in line with implementation Review #3</p>	<p>Sports and Arts Leadership</p> <p>Cultural programme</p> <p>Maths and Structured Literacy PLD in line with implementation plan #4</p>	<p>Curriculum and Assessment Pathways</p> <p>SENCo/ ESOL Review</p> <p>Literacy &amp; Maths - PATS #2</p> <p>Maths and Structured Literacy PLD in line with implementation Review #4</p>

	Local Curriculum Design	<p>Launch priorities for 2025</p> <p>Co-construct professional learning plan, team kaupapa and collaborative norms for Teina Team 0-3 and Tuakana Team 4-6</p> <p>ToD #1 Walking our Pepeha and Restorative Practice</p> <p>TOD #2- New Mathematics Curriculum</p>	<p>Review collaborative practices for planning and reporting processes</p> <p>Review communication strategies</p> <p>Review Aotearoa New Zealand Histories Social Studies Curriculum</p>	<p>Co-construct curriculum tracking books and Hero statements</p> <ul style="list-style-type: none"> <li>- Yrs 0-3</li> <li>- Yrs 4-6</li> </ul>	<p>Collaborate with iwi and whānau to ensure our curriculum design is culturally responsive and aligned with the new learning phases</p>	<p>Review Local Curriculum Inquiry Plan 2025-2026 to include trips and events</p>	<p>Identify and establish professional learning goals and resources 2026 in line with strategic goals 2026-2028</p>	<p>Review Local Curriculum Plan 2025</p> <p>Review Inquiry Programme</p>	<p>Confirm localised programme for 2026</p>
	Well Being	Monthly attendance reports			Mid Year Attendance report	Monthly attendance reports			End of Year Attendance report
		<p>Priorities for 2025 Learning -focused relationships - Equity and excellence</p> <p>Mitey Programme</p> <p>2025 Attendance report</p> <p>1 March: Support staff appreciation day.</p> <p><a href="#">Staff Wellness Implementation Plan 2025</a></p> <p>Staff wellness pulse survey #1</p> <p>PB4L Tier 2 Training</p>	<p>Review Collaborative Practice for:</p> <p>Co-leading, Co-planning, Co-teaching, Co- learning</p> <p>Staff wellness pulse survey #2</p>	<p>1 May: Principal appreciation day</p> <p>Staff wellness pulse survey #3</p>	<p>Community Whānau Survey - Ongoing</p> <p>Review <a href="#">Staff Wellness Implementation Plan 2025</a></p> <p>Staff wellness pulse survey #4</p> <p>PB4L Tier 2 Review</p>	<p>School-wide NZCER TSP feedback Survey Results</p> <p>Report to BoT next steps 2025</p> <p>Staff wellness pulse survey #5</p> <p>Harrison Tew Emergency Annual Review 2025</p>	<p>Staff Feedback - How Can the Board Can Help?</p> <p>26 Sept: teacher appreciation day - valuing service at MBS</p> <p>Staff wellness pulse survey #6</p>	<p>NZCER TSP Recommendations for 2025</p> <p>Tūrangawaewae Report 2025-2025</p> <p>Student transition 2026</p> <p>Staff wellness pulse survey #7</p>	<p>BoT Xmas Gift</p> <p>Staff wellness pulse survey #3</p> <p>PB4L Tier 2 Review</p>
	Treaty Commitment	<p>Iwi presentation Complete Hautū self-review</p>	<p>MAC and Te Pūheke PLD restart - Align with Iwi expectations</p>	<p>Local Māori Community Consultation Phase 1</p>	<p>Iwi Consultation Collaboration Plan #2</p>	<p>MAC and Cultural Capability So Far</p>	<p>Local Māori Community Consultation</p>	<p>Iwi Consultation Collaboration Plan #3</p>	<p>Iwi Mana Kura Phase 3 collaboration plan review</p>

		<i>Iwi to meet the leadership team</i>		<i>Kōrero and Kai</i>	<i>Iwi to meet the staff to review stories related to our school pepeha</i>		<i>Kōrero and Kai</i>	<i>Iwi to meet the AKO curriculum Team</i>	
	<i>Property</i>	<i>Monthly report 5YA/10PP</i>							
		<i>Review School Led Projects: e.g. Kaitiaki Garden and Xmas programme</i>  <i>Review Property Cyclical Maintenance Plan</i>  <i>Wi-fi Onboarding Upgrade</i>  <i>Review SEPE - School Evaluation of Physical Environment</i>  <i>Schedule school works for term and holiday 1</i>  <i>Complete depreciation fixed assets 10YPP</i>	<i>Cleaning Review</i>	<i>Review School Led Projects: e.g. planting</i>  <i>Review Property Cyclical Maintenance Plan</i>  <i>Schedule school works for term and holiday 2</i>	<i>Review depreciation fixed assets 10YPP</i>  <i>Cleaning Review</i>	<i>Review School Led Projects: e.g. planting</i>  <i>Review Property Cyclical Maintenance Plan</i>  <i>Schedule school works for term and holiday 3</i>	<i>Launch Kaitiaki Garden</i>  <i>Bees</i> <i>Chickens</i> <i>Pond</i> <i>Butterflies</i> <i>Playgrounds</i>  <i>Cleaning Review</i>	<i>Review School Led Projects: e.g. planting</i>  <i>Review Property Cyclical Maintenance Plan</i>  <i>Schedule school works for term and holiday 4</i>  <i>Annual Health and Safety Report 2025</i>	<i>Property Maintenance and Cyclical Maintenance Plan for 2026</i>  <i>Review SEPE - School Evaluation of Physical Environment Update 2026</i>  <i>Cleaning Review</i>
<b>Emerging Review</b>	<i>New Government Initiatives</i>	<i>Te Mātaiaho Update in line with MoE priorities</i>	<i>Te Mātaiaho Update in line with MoE priorities</i>	<i>Te Mātaiaho Update in line with MoE priorities</i>	<i>Heat, light and Water recalculation</i>  <i>Te Mātaiaho Update in line with MoE priorities Review #1</i>	<i>Te Mātaiaho Update in line with MoE priorities</i>	<i>Te Mātaiaho Update in line with MoE priorities</i>	<i>Provisional Roll Review</i>  <i>Extraordinary Growth Application Inc Heat, Light and Water review</i>	<i>Te Mātaiaho Update in line with MoE priorities Review #2</i>
	<i>ERO</i>	<i>Ongoing Review - Alongside Kay Low and Josie: Te Kawerau ā Maki</i>							
	<i>Local Initiatives</i>	<i>Kaitiakitanga Review Cultural Flow</i>  <i>Launch Playground project</i>	<i>Community Networking, sponsors and grants</i>  <i>Principal Cafes/ focus groups</i>	<i>Principal Cafes/ focus groups</i>  <i>Review Playgrounds project survey</i>	<i>Website and Social Media Refresh</i>  <i>PTA Annual Review - Fundraising</i>	<i>Community Networking, sponsors and grants</i>	<i>Principal Cafes</i>  <i>Community Consultation Focus Groups</i>	<i>Principal Cafes</i>  <i>Restorative Practice and ESOL support</i>	<i>Confirm sponsors and grants 2026</i>  <i>Principal Cafes</i>

		PTA Annual Review - Fundraising Re-establish PCR system and expectations		students/ teachers and community	PCR system review  Investigate re-installation of the school pool	Principal Cafes/ focus groups			
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<b>Consultation</b>	Students	Establish student council Student Council - Playground regroup  Review NZCER student Survey and Ākonga Survey 2024	Construct student leadership opportunities Student Council - Playground regroup	Student Council - Playground regroup	Establish House System	Student Council - Playground regroup	NZCER <b>Student</b> wellbeing survey	Student survey about learning	<a href="#">Ākonga Māori Survey</a>
	Staff	Iwi Engagement  Leaders and Support Staff Goals Setting	Teina Team 0-3 and Tuakana Years 4-6 Wellbeing Reviews	Teachers/ TA - PGC review	Teina Team 0-3 and Tuakana Years 4-6 Wellbeing Reviews  Principal/PGC: Staff & Board survey & interviews - Wellbeing  Iwi Engagement	Staff teacher preferences survey 2026	Teina Team 0-3 and Tuakana Years 4-6 Wellbeing Reviews  Parent/teacher sharing: students optional  School-wide NZCER TSP: <b>Staff</b> wellbeing survey	Iwi Engagement	Teina Team 0-3 and Tuakana Years 4-6 Wellbeing Reviews  Leadership Reflections
	Community - Whānau	Meet the teacher whānau huis	Parent/teacher sharing: students optional	Whānau huis - RP  Community survey: about strategic goals	Whānau huis	Parent/teacher sharing: students optional	Whānau huis RP	Whānau huis	Whānau huis RP
	Iwi - Mana Kura	Staff and BOT Reconnection	Community and Student Consultation  Korero and Kai #1	Weaving our school pepeha	Staff and BOT Consultation	Community and Student Consultation Community and Student Consultation	Weaving our school pepeha  Korero and Kai #2	Staff and BOT Consultation	Community and Student Consultation
	Principal (Coaching and Wellness)			NSPA Conference (North Shore)	APPA Conference (Taupō)	Overseas Learning (Rarotonga)	NZPF Conference (Christchurch)		

# Mairangi Bay Strategic Plan Review 2025

**Current Mission** - Learning together to create a better tomorrow

**Current Vision** - Be Motivated, Be Brave, Be Sincere

**Current Values** - Kindness, Respect, Resilience

## Review Objectives

- ❖ To review our mission, vision and values and current [Strategic Plan 2023-2025](#) - Are they still relevant?
- ❖ To co-construct the annual plan and final actions required to meet the current strategic goals
- ❖ To maximise engagement to co-construct the Strategic Plan 2026-2028

Date	Mision	Vision	Values	Strategic Goals	Annual Plan	2026-2028
October/ November	SLT/ Leadership team to review strategic plan 2023-2025 achievements and identify key areas to be initiated, planned and developed, sustained and embedded.					
	Set priorities for 2025 in line with MoE mandates, NZCER TSP Staff feedback and Tūrangawaewae Report			Review <a href="#">community consultation and implementation plan</a>		
4 December	Agree to the actions for annual plan 2025 - BoT to complete the Hautū self review					
Early February	BoT to approve annual/ implementation plan and community consultation plan 2025 in line with MoE mandates. Confirm BoT work plan 2025					
March-May	Gather student and community voices. Engage with Iwi and MAC - giving effect to the principles of Te Tiriti ō Waitangi and Hautū framework					
June- July	SLT to analyse feedback and aspirations. Staff to review current strategic goals and actions to co-construct 2026-2029 strategic plan. Develop MBS graduate profile					
Aug - Sept	BoT and Iwi to review proposed strategic plan and adjust					
Oct - Nov	Staff, Iwi, MAC and community confirm draft strategic plan 2026-2028					
December	BoT to approve new strategic plan 2026-2028 and launch					

## Community Consultation Plan 2025 - 2026

### COMMUNITY CONSULTATION ROADMAP: Initiatives we are working on - MBS: 3 Year Plan - [ERO SCHOOL PROFILE REPORT](#)

A timeframe of initiation, development embedding sustaining of new initiative - Ākonga, Kaiako and Kaimahi, Whānau, Iwi

Initiative	2025	2025	2026	Responsible	Desired Outcome
Iwi - Whanaungatanga Hui	Initiate	Developing	Embed	SLT and BoT	Build relationships and shared understanding of how we are giving effect to Te Tiriti o Waitangi as a school in Aotearoa
Māori Achievement Collaborative Hui	Developing	Embed	Sustain	SLT, Leadership Team	Build relationships and shared understanding of how we are giving effect to Te Tiriti o Waitangi as a school in Aotearoa
NZSTA Hāutu Review (BoT)	Initiate	Developing	Embed	SLT and BoT	Build relationships and shared understanding of how we are giving effect to Te Tiriti o Waitangi as a school in Aotearoa
Structured Literacy - LLLL and The Code	Initiate	Developing	Embed	ISL leaders, AKO Leaders and SLT	Build coherence, alignment and shared language of learning
New Make it Count Maths Curriculum	Initiate	Initiate	Developing	ISL leaders, AKO Leaders and SLT	Build coherence, alignment and shared language of learning
ERO Implementation Plan	Initiate	Developing	Embed	SLT, Iwi and BoT	Build coherence, alignment and shared language of learning
Wellbeing - Mitey Programme and Linewize	Initiate	Developing	Embed	ISL leaders, AKO Leaders and SLT	Ensure well being of students, staff and community
Strategic Plan Review	Developing	Embed	Sustain	SLT, Leadership Team	Build coherence, alignment and shared language of learning
ESOL Support	Developing	Embed	Sustain	SLT and ESOL	Build coherence, alignment and shared language of learning
Supporting Neurodiverse Learners	Developing	Embed	Sustain	SLT, Leadership Team	Build coherence, alignment and shared language of learning
Collaborative Practice	Developing	Embed	Sustain	SLT, Leadership Team	Reinforce a strength-based approach
Local Curriculum Refresh	Developing	Embed	Embed	ISL leaders, AKO Leaders and SLT	Connect programme with our identity and local area
Communication Strategy - Website Refresh and HERO	Developing	Embed	Sustain	SLT and BoT	Improve connection between home and school
MBWay - Mission, Vision, Values, PB4L	Embed	Embed	Sustain	SLT, Leadership Team and PB4L Team	Ensure well being of students, staff and community